

UAM OPERATING PROCEDURE 415.4

FACULTY QUALIFICATIONS FOR TEACHING

In accordance with HLC Assumed Practice B.2.a, faculty are most often deemed qualified to teach on the basis of their highest credential. Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach. In terminal degree programs, faculty members should possess the same level of degree. Faculty teaching general education courses, or other non-occupational courses, should hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which they are teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

If a faculty is not qualified to teach the courses desired based upon their highest degree, the institution may choose to qualify the faculty based upon equivalent experience. In order to do so, the academic unit will need to provide documentation of Tested Experience equivalent to the degree required. Tested experience criteria may include but are not exclusive to years of teaching experience prior to being hired at UAM, professional experience in which relevant skill sets were developed and demonstrated, certifications, licenses, significant honors, awards, professional society service, and achievements in the area of expertise.

Each discipline will have a rubric of Tested Experience qualifications that has been developed by faculty in the discipline. The Program Coordinator/Chair/Dean will use the rubric to determine whether a faculty applicant meets the standards required to assure the appropriate level and quality of instruction.

The program Coordinator/Chair will sign and forward the rubric, along with the signed Certification of Faculty Equivalent Experience form, to the Dean for approval. If the Dean approves, the documents will be forwarded to the supervising Vice Chancellor for approval. In the case of a graduate faculty member, the Dean should also attach the Graduate Council approval document to the Equivalent Experience form. The Office of Academic Affairs or College of Technology Vice Chancellor will maintain a record of the equivalent experience designation in the faculty member's file.

May 4, 2023

CERTIFICATION OF FACULTY EQUIVALENT EXPERIENCE

Please complete this form for any faculty member who does not have the appropriate credentials per HLC criteria.

Current Date _____ Date of Initial Employment _____

Faculty Member _____

Highest Degree/Discipline Completed _____

Program _____

College/School _____

Future Course Offerings _____

Although this faculty member does not have the required degrees (or graduate credit hours) completed to teach at the assigned level, this faculty member has the appropriate **equivalent experience** to teach at these categories, check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Remedial Courses | <input type="checkbox"/> Baccalaureate Courses |
| <input type="checkbox"/> Technical Courses (CP) | <input type="checkbox"/> Graduate Courses (attach Graduate Council approval) |
| <input type="checkbox"/> Technical Courses (TC) | |
| <input type="checkbox"/> General Education Courses | |

Note: An explanatory memo and appropriate documentation of tested experience must accompany this form.

The following individuals have examined the justification and judge the tested experience to be appropriate for the teaching assignment of the faculty member.

Signature of Program Coordinator/Department Chair

Date

Signature of Assistant Vice Chancellor/Dean

Date

Signature of Supervising Vice Chancellor

Date

Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices

September 2020 | Official HLC Guidelines

USING CREDENTIALS AS A BASIS FOR DETERMINING MINIMALLY QUALIFIED FACULTY

Faculty credentials refer to the degrees that faculty have earned that establish their credibility as content experts and thus their competence to teach that content in the classroom. Common expectations for faculty credentials in higher education include the following:

- Faculty teaching in higher education institutions should have completed a program of study in the discipline or subfield¹ (as applicable) in which they teach, and/or for which they develop curricula, with coursework at least one level above that of the courses being taught or developed. Completion of a degree in a specific field enhances an instructor's depth of subject matter knowledge and is easily identifiable.
- With the exception noted in the bullet immediately following, faculty teaching in undergraduate programs should hold a degree at least one level above that of the program in which they are teaching. If a faculty member holds a master's degree or higher in a discipline other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching. If an individual faculty member has not achieved 18 graduate credit hours in the discipline in which he or she teaches, the institution should be able to explain and justify its decision to assign the individual to the courses taught. These decisions should be supported by policy and procedure that are acceptable to the professional judgment of HLC peer reviewers. See the following subsection for more information about how experience may be considered in determining faculty qualifications.
- Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs should hold a bachelor's degree in the field and/or a combination of education, training and tested experience. (Note: See the Tested Experience section below.) Such qualifications are allowable even in instances where technical/occupational courses transfer, which HLC recognizes is an increasing practice.
- Faculty teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.

USING TESTED EXPERIENCE AS A BASIS FOR DETERMINING MINIMALLY QUALIFIED FACULTY

September 2020 | Official HLC Guidelines

Tested experience may substitute for an earned credential or portions thereof. Assumed Practice B.2. allows an institution to determine that a faculty member is qualified based on experience that the institution determines is equivalent to the degree it would otherwise require for a faculty position. This experience should be tested experience in that it includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching. (Note: Tested experience, as is explained in the following section on dual credit, is typically not based exclusively on years of teaching experience, although other experiential factors as noted below may be considered on a case-by-case basis.)

The value of using tested experience to determine minimal faculty qualifications depends upon the relevance of the individual faculty member's experience both to the degree level and to the specific content of the courses the faculty member is teaching. An institution that intends to use tested experience as a basis for hiring faculty must have well defined policies, procedures and documentation that demonstrate when such experience is sufficient to determine that the faculty member has the expertise necessary to teach students in that discipline. In their policies on tested experience as a basis for hiring faculty members, institutions are encouraged to develop faculty hiring qualifications that outline a minimum threshold of experience and a system of evaluation. Tested experience qualifications should be established for specific disciplines and programs and could include skill sets, types of certifications or additional credentials, and experiences. Documented qualifications would ensure consistency and transparency in hiring and human resources policies. The faculty hiring qualifications related to tested experience should be reviewed and approved through the faculty governance process at the institution—a step that should be highlighted for peer review teams, as appropriate.

University of Arkansas at Monticello - School of Education
Criteria for Determining Qualified Faculty through Equivalent/Tested Experience

Candidate's Name: _____

Candidate's Highest Degree: _____

Candidate's Discipline: _____

In accordance with university policy, faculty holding a terminal degree may teach undergraduate and graduate courses related to the field of study. Faculty holding a master's degree may teach undergraduate courses related to the field of study. Faculty holding a degree above a master's degree (e.g., Educational Specialist) may teach undergraduate and graduate courses related to field of study.

A faculty member or prospective faculty member may also qualify to teach specific courses at a specific level by meeting the criteria below.

The criteria for the candidate named above are checked off:

Faculty holding a master's degree may teach graduate courses related to the field of study with 10+ years of recent work-related experience.

Faculty holding a master's degree without 10+ years of work-related experience may teach graduate courses related to the field of study if at least three of the following are met:

State-issued standard teaching license

5+ years of recent work-related experiences in field of study

State or national certification in the field of study

Professional development trainings related to the field of study

Professional engagements/presentations related to the field of study

Published research/scholarship in the field of study

Honors/awards related to the field of study at the school district, state, or national level

**University of Arkansas at Monticello - College of Arts, Humanities and Social Sciences
Criteria for Determining Qualified Faculty through Equivalent/Tested Experience**

Candidate's Name: _____

Candidate's Highest Degree: _____

Candidate's Discipline: _____

A. Graduate Programs

Individuals without the appropriate degrees may be considered for recommendation to the graduate faculty. The College of Arts, Humanities and Social Sciences has three graduate programs which may require faculty whose exceptional expertise (rather than the standard credential) qualifies them to teach in the program and/or related undergraduate programs.

The criteria by which the candidate named above qualifies to teach are checked off:

Master of Music in Jazz Studies

Evidence to assess exceptional expertise may include:

- Previous collegiate teaching experience
- Professional recordings
- Published compositions
- Nominations for or the reception of major awards
- Private studies with highly accomplished performers or educators
- Extensive performance in professional ensembles or with renowned musicians
- Endorsements from major instrument companies (e.g., Selmer, Yamaha)

Master of Fine Arts in Creative Writing/Master of Arts in English

Evidence to assess exceptional expertise may include:

- Previous collegiate teaching experience
- Published creative work
- Nominations for or the reception of major awards
- Participation in major workshops
- Private studies with highly accomplished authors

B. Undergraduate Programs

The College of Arts, Humanities and Social Sciences has undergraduate programs that may require faculty whose exceptional expertise (rather than the standard credential) qualifies them to teach in the program.

Art

- Previous collegiate teaching experience
- Nominations for or the reception of major awards
- Juried and solo exhibitions at important galleries
- Exhibited work

Communication

- Previous collegiate teaching experience
- Nominations for or the reception of major awards
- 5+ years of professional media production experience

English

- Previous collegiate teaching experience
- Published creative work
- Nominations for or the reception of major awards
- Participation in major workshops
- Private studies with highly accomplished authors

History

- Previous collegiate teaching experience
- Published scholarly work
- Nominations for or the reception of major awards

Music

- Previous collegiate teaching experience
- Professional recordings
- Published compositions
- Nominations for or the reception of major awards
- Private studies with highly accomplished performers or educators
- Extensive performance in professional ensembles or with renowned musicians
- Endorsements from major instrument companies (e.g., Selmer, Yamaha)

Political Science

- Previous collegiate teaching experience
- Published scholarly work
- Nominations for or the reception of major awards

C. Selected Courses: General Education Core

This section concerns qualification to teach the following courses:

Composition I
Composition II
American History I
American History II
American National Government

For the purposes of this section, the “discipline” is:

<u>Course</u>	<u>Discipline</u>
Composition I and Composition II	English
American History I and American History II	History
American National Government	Political Science

The College of Arts, Humanities and Social Sciences houses the majority of the General Education Core curriculum. In order to teach any of the courses above, faculty members who do not have the standard credential must be determined as qualified under the exceptional expertise criteria listed above under “Undergraduate Programs” or through the following process:

All of the following:

- Bachelor’s degree in the discipline (or closely-related discipline) or master’s degree (any discipline)
- Grade 9-12-level licensure in the discipline
- Must demonstrate sustained instructional effectiveness in the teaching discipline as evidenced by three (3) consecutive years of Highly Effective or Effective evaluations
- Successful completion of SFCI (Supplemental Faculty Credentialing Initiative through ADHE)

UAM COLLEGES OF TECHNOLOGY – CROSSETT & MCGEHEE
Criteria for Determining Qualified Faculty through Equivalent/Tested Experience

Candidate's Name: _____

Candidate's Highest Degree: _____

Candidate's Discipline: _____

Primary guidelines for Hiring of Workforce Education Instructors and Adjuncts:

- Master's degree plus one-year of work experience in the field or
- Bachelor's degree plus two-years of work experience in the field or
- Associate's degree or two-year Technical Certificate plus four-years of work experience in the field experience or
- The equivalent of six years of combined education/training and/or work experience in the field to be taught.

Additional Guidelines:

- Some disciplines require an academic degree relevant to what is being taught and at least one educational level above the level being taught. This would include related technical courses (technical math, technical communications, computer fundamentals, employability skills) and programs such as Early Childhood Education, Practical Nursing, Business Technology, and Health Information Technology.
- A national or state-issued license or certification in the field may be counted as a partial substitution for education and/or experience but the candidate must have a minimum of two years of relative work experience in the field. Examples of national and state-issued licenses or certifications include the NOCTI (National Occupational Competency Testing Institute), a National or Arkansas Teacher's License, an American Welding Society certification, a Registered Nurse, an Arkansas Electrician's License, and Arkansas HVACR License.
- A teaching license, even with extensive classroom experience, does not fulfill the guidelines for faculty qualifications and tested experience.
- Programs that hold national accreditation or have state board mandates (such as Practical Nursing and Early Childhood Education) must meet the accreditation and/or state board expectations for faculty credentials.

The candidate named above meets the criteria to teach in the following ways:

**University of Arkansas at Monticello - College of Forestry, Agriculture and Natural Resources
Criteria for Determining Qualified Faculty through Equivalent/Tested Experience
to teach Land Surveying**

Candidate's Name: _____

Candidate's Highest Degree: _____

Candidate's Discipline: Land Surveying

The College of Forestry, Agriculture and Natural Resources has a land surveying program that offers A.S. and B.S. degrees in land surveying. The land surveying program may require faculty whose exceptional expertise, rather than the standard credential, qualifies them to teach in this program. The criteria by which the candidate named above qualifies to teach are checked below.

Evidence to assess exceptional expertise may include:

- Previous collegiate teaching experience
- Three years of experience working as a professional surveyor
- Professional surveyor license from the Arkansas State Board of Licensure for professional engineers and professional surveyors or Arkansas Society of Professional Surveyors
- Professional surveyor license from a professional society in another state with reciprocity with Arkansas surveyor licensure agencies
- Surveying degree that provides eligibility for professional surveying licensure within 1 year of hire
- Service with a professional surveying society

**University of Arkansas at Monticello - School of Computer Information Systems
Criteria for Determining Qualified Faculty through Equivalent/Tested Experience**

Candidate's Name: _____

Candidate's Highest Degree: _____

Candidate's Discipline: _____

In accordance with university policy, faculty holding a master's degree may teach undergraduate courses related to the field of study.

A faculty member or prospective faculty member may also qualify to teach specific courses at a specific level by meeting the criteria below.

___ Candidate has 5+ years of recent work-related experience.

In addition, the candidate meets at least one of the following criteria:

___ Professional development trainings related to the field of study

___ Professional presentations related to the field of study

___ Published research/scholarship in the field of study

___ Honors/awards related to the field of study

**University of Arkansas at Monticello – School of Mathematical and Natural Sciences
Criteria for Determining Qualified Faculty through Equivalent/Tested Experience**

Candidate's Name: _____

Candidate's Highest Degree: _____

Candidate's Discipline: _____

Undergraduate Coursework

In accordance with university policy, faculty holding a terminal degree may teach undergraduate and graduate courses related to the field of study. Faculty holding a master's degree in the discipline may teach undergraduate courses related to the field of study. Faculty holding a master's degree with 18 hours in the discipline may teach general education core courses.

A faculty member or prospective faculty member may also be qualified to teach specific courses offered within the School of Mathematic and Natural Sciences by meeting the equivalent experience criteria below.

This section concerns qualification to teach the following courses:

College Algebra
Quantitative Literacy

In order to teach any of the courses above, faculty members who do not hold the standard credentialing must be determined as qualified under the exceptional expertise criteria listed below.

All of the following:

- Bachelor's degree in the discipline (or closely-related discipline) or master's degree (any discipline)
- Grade 9-12-level licensure in the discipline
- Three (3) or more years of teaching 11th or 12th grade courses in the discipline or collegiate remedial coursework
- Must demonstrate sustained instructional effectiveness in the teaching discipline as evidenced by three (3) consecutive years of Highly Effective or Effective evaluations (high school instruction) or Excellent or Good evaluations (collegiate instruction).
- Successful completion of the SFCI (Supplemental Faculty Credentialing Initiative through ADHE) or equivalent approved training

May 28, 2026